

How Do I Know Where My Application for Learning Stands?

1	To view the status of your applications and enrollments any time, click on My Enrollments from the My Learning Manager Home Page
2	<p>There are four columns, labeled Catalog Item Title, Enrollment Type, Supervisor Approval, and Action.</p> <p>Catalog Item Title: Tells the name of the course</p> <p>Enrollment Type: Shows whether or not you have been selected for the course by the course coordinator. Status will be Enrolled (if you have been selected), Pending Selection (if the course coordinator has not yet made decisions on the course), Dropped (if you have not been selected for the course), or Cancelled.</p> <p>Supervisor Approval: Shows whether or not your supervisor has approved your application. Status will be: Waiting for Approval, Approved, or Denied.</p> <p>Action: Enables you to launch to an online course and to check on your progress.</p>

Quick Tour of the My Learning Manager Home Page

My Learning Manager

Providing Training and Development for the National Park Service

Search Catalog

Catalog

My Learning

Management

My Enrollments

My Profile

Change Password

Help

System Status

Support

Home

Log Out

Learn more

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Welcome to My Learning Manager

Questions? Click on Help in the menu

Make sure to update before applying for the course, if not your application will not go through

Whether You Have Been Selected for the Course, If Instructor-Led

Whether Your Supervisor Has Approved Your Application

Allows You to Access Web-Based Content

Catalog Item Title	Enrollment Type	Supervisor Approval	Action
Fundamentals II for New Employees	Pending Selection	Waiting for Approval	[launch] [progress details]
Fundamentals I	Self Paced	Approved	[launch] [progress details]

This Page Points Out the Most Important Elements of the Home Page

How Do I Get Help with My Learning Manager?

First, click on Help in the menu and visit the Help page for My Learning Manager. Check out the FAQ's (frequently asked questions). You can also describe your problem in an e-mail messagesent to nps_help@nps.gov. If you're still having difficulty, contact the Albright Training Center at 928-638-7929 for help with NPS Fundamentals, or the Functional Administrator at 303-969-2726 for assistance with My Learning Manager.

National Park Service
U.S. Department of the Interior



Desk Aid for My Learning Manager:
Help for Learners

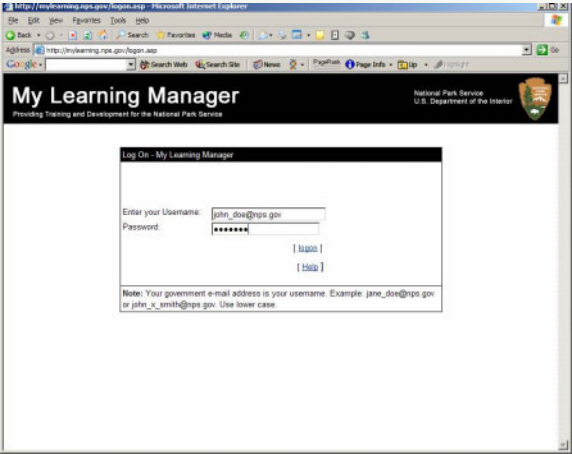


My Learning Manager is a Web-based system that allows you, an employee of the National Park Service, to access service-wide learning opportunities. This Desk Aid provides you with some handy tips on how to use the system.

Keep one copy
and give the other to your supervisor

How Do I Sign Into My Learning Manager?

1	Go to your Web browser	Example: Internet Explorer 5.5 or Netscape 5.1 or greater.
2	In the Address box, type: http://mylearning.nps.gov	You should see the My Learning Manager welcome screen.
3	In the box labeled Learner Code, enter your username	Your username is your e-mail address. Examples are: jane_doe@nps.gov and john_x_smith@nps.gov
4	In the box labeled Password, enter your temporary password. Your temporary password is the first three letters of your last name and your birthday (mmdd).	For example: doe0101 or smi1231 (Jane Doe was born on New Year’s Day. John Smith was born on New Year’s Eve.)
5	Click the Login button	You should be at the My Learning Manager Home Page (See Quick Tour of the My Learning Manager Home Page below). You must change your password by clicking the “Change Password” link.



How Do I Identify My Supervisor to the System?

To be able to enroll in any learning opportunities, you must identify your supervisor to the My Learning Manager system. You only have to do this once (unless your supervisor changes!).

1	From the My Learning Manager Home Page, click the link labeled My Profile	
2	Find the line labeled “Supervisor”	
3	Click the “Edit” icon to the right of Supervisor`	The QuikList screen will appear, which lets you select your supervisor from a list of employees of the National Park Service.
4	Type the last name of your supervisor of record in the box above the Last Name column.	Example: <input type="text" value="Nielsen"/>
5	Click the “Search” link.	The list should now show only those employees whose last name is the name you typed in.
6	Once you have found your supervisor of record, click the “radio button” to the left of the name.	Radio Button examples: <input type="radio"/> <input checked="" type="radio"/>
7	Click the “Submit” button.	You will be returned to the My Profile screen
8	Click the “Save Changes” button at the bottom of the screen to save your supervisor selection	You are now ready to apply for learning opportunities using My Learning Manager!

How Do I Apply for a Self-Paced Learning Opportunity Like a Correspondence Course or NPS Fundamentals I, III, and IV?

NPS Fundamentals I, III, and IV are Web-based courses that you can take using your own computer, at your own pace.

1	First, you have to find your course. From the My Learning Manager Home Page, you can find your course in several ways: •Type in “Fundamentals” in the Search Catalog box and click the arrow underneath the box OR . •Click on a Learning Category or Career Field like Universal Competencies under Catalog	You will see a list of courses that match your search.
2	Select NPS Fundamentals I by clicking on the link NPS Fundamentals I	You will see more details about this learning opportunity, including the intended audience for the course, the objectives, a description, and any prerequisites. Since this is an e-learning (self-paced) course, there are no times and dates associated with the course.
3	To apply to take the learning opportunity, click the “apply” link.	At this point, your supervisor of record will be notified by email that you have applied to take the course, and will be required to approve or deny the request.
4	To see the status of your application for the self-paced learning opportunity, click the My Enrollments link.	The Supervisor Approval column shows whether or not your supervisor has approved your application. It will either say: Waiting Approval,Approved, or Denied
5	When your supervisor approves an on-line self-paced learning application you can launch to a course like NPS Fundamentals I directly from your My Enrollments page.	Click on the “Launch” link

How Do I Apply for Instructor-Led Training Like NPS Fundamentals II?

1	First, you have to find your course. From the My Learning Manager Home Page, you can find your course in several ways: •Type in a keyword like “Fundamentals” in the Search Catalog box and click the arrow underneath the box OR . •Click on a Learning Category or Career Field like Universal Competencies under Catalog	You will see a list of courses that match your search.
2	Select NPS Fundamentals II by clicking on the link NPS Fundamentals II	You will see more details about this learning opportunity, including the intended audience for the course, the objectives, a description, and any prerequisites.
3	To view the specific events that have been scheduled for this course, click the View Events link	If no training events are scheduled nothing will appear.
4	When you have found a time and place at which you would like to attend the course, click the “apply” button.	At this point, your supervisor of record will be notified by email that you have applied to take the course, and will be required to approve or deny the request.
5	To see the status of your application for a training event, click the My Enrollments link.	The Supervisor Approval column shows whether or not your supervisor has approved your application. It will either say: Waiting for Approval,Approved, or Denied .
6	When your supervisor approves your application for a training event, you will be notified via email.	